राज्य व्यवसाय प्रशिक्षण परिषदेस सोसायटी रजिस्ट्रेशन ॲक्ट १८६० अंतर्गत सोसायटी म्हणून नोंदणी करण्याबाबत.

महाराष्ट्र शासन
कौशल्य विकास व उद्योजकता विभाग
शासन निर्णय क्रमांकः आयटीआय-२०१४/प्र. क्र.१४८/व्यशि-३,
हुतात्मा राजगुरु चौक, मादाम कामा रोड,
मंत्रालय विस्तार, मुंबई- ४०० ०३२.
दिनांक : १८ जानेवारी, २०१७.

वाचा:

१) शिक्षण व रोजगार विभाग, शासन निर्णय क्रमांक: टीसीए-२२७९/१५९९४५/(५८)/ टीई-४, दि. २५.०९.१९८४.
२) उच्च व तंत्रशिक्षण विभाग, शासन निर्णय क्रमांक: आयटीआय-२०१०/प्र.क्र.१२९/ व्यशि-३, दि. ०५.०३.२०११.
३) संचालक (प्रशिक्षण), व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, म.रा.,मुंबई यांचे पत्र क्र. २०/ सीटीएस/ २०१४/ ५४०, दि. २४.१२.२०१४.
४) संचालक (प्रशिक्षण), व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, म.रा.,मुंबई यांचे पत्र क्र. २०/ सीटीएस/२०१५/१३४, दि. २४.०३.२०१५.

प्रस्तावना:

शिल्पकारागीर प्रशिक्षण योजनेंतर्गत औद्योगिक प्रशिक्षण संस्था/केंद्रे यांच्या प्रशासनिक व प्रशिक्षण विषयक कामकाजाचे नियमन व सुसूत्रिकरण करणे तसेच अभ्यासक्रम निश्चित करून परीक्षा व प्रमाणपत्र प्रदान करणे या बाबतची कार्यवाही आणि वेळोवेळी कराव्या लागणाऱ्या सुधारणाबाबत केद्र शासनास शिफारस करणे याकरिता राष्ट्रीय पातळीवर राष्ट्रीय व्यवसाय प्रशिक्षण परिषद (NCVT) ची स्थापन करण्यात आलेली आहे. त्याच धर्तीवर राज्यात संदर्भीय (१) येथील शासन निर्णयान्वये राज्य व्यवसाय प्रशिक्षण परिषदेची (SCVT) स्थापना करण्यात आलेली आहे. सदर परिषदेचा कार्यकाल संपुष्टात आल्याने संदर्भीय (२) येथील शासन निर्णयान्वये समिती कार्यकक्षा व अधिकारी व यामध्ये सुधारणा करण्यात आलेले असून समितीचे पुनर्गठण करण्यात आलेले आहे. तथापि, रोजगार व प्रशिक्षण महासंचालनालय, नवी दिल्ली (DGE&T) यांच्या दिनांक ०१.११.२०१२ च्या पत्रानुसार राज्यातील राज्य व्यवसाय प्रशिक्षण परिषदेस सोसायटी रजिस्ट्रेशन ॲक्ट १८६० सोसायटी म्हणून नोंदणी करण्यासंदर्भात राष्ट्रीय व्यवसाय प्रशिक्षण परिषदेने त्यांच्या ३९ बैठकीमध्ये

मंजूरी देवून त्यानुसार राज्य व्यवसाय प्रशिक्षण परिषदेस सोसायटी म्हणून नोंदणी करण्याबाबतचे निर्देश दिलेले आहेत. त्या अनुषंगाने मा. प्रधान सचिव, उच्च व तंत्र शिक्षण यांच्या अध्यक्षतेखाली दि. ०९.०१.२०१३ रोजी संपन्न झालेल्या बैठकीमध्ये सदरच्या परिषदेस सोसायटी म्हणून नोंदणी करण्यासंदर्भात सविस्तर चर्चा होवून सोसायटी म्हणून नोंदणी करण्यास सहमती दर्शविण्यात आली. सद्यस्थितीत संचालनालयांतर्गत राज्यातील सर्व औद्योगिक प्रशिक्षण संस्थांमधून NCVT प्रमाणित १०७ व्यवसायापैकी ७८ व्यवसाय अभ्यासक्रम राबविले जात असून जे अभ्यासक्रम NCVT मध्ये अंतर्भूत नसून स्थानिक औद्योगिक आस्थापनेच्या गरजेनुसार आवश्यक आहेत, असे अभ्यासक्रम SCVT अंतर्गत राबविण्याचे प्रस्तावित आहे. त्या अनुषंगाने राज्य व्यवसाय प्रशिक्षण परिषदेस जास्तीत जास्त स्वयत्तता प्राप्त होण्याच्या दृष्टीने राज्य व्यवसाय प्रशिक्षण परिषदेस सोसायटी रजिस्ट्रेशन ॲक्ट १८६० अंतर्गत सोसायटी म्हणून नोंदणी करण्यासाठी आवश्यक असलेल्या MEMORANDUM OF ASSOCIATION AND RULES AND REGULATION च्या प्रारुप मसुद्यास मान्यता देण्याचे तसेच राज्य व्यवसाय प्रशिक्षण परिषदेस सोसायटी रजिस्ट्रेशन ॲक्ट १८६० अंतर्गत सोसायटी म्हणून नोंदणी करण्यास मान्यता देण्याचा प्रस्ताव संचालक (प्रशिक्षण), व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई यांनी संदर्भीय (३) व (४) येथील पत्रांन्वये शासनास सादर केला आहे. त्यास अनुसरुन प्रस्तावास मान्यता देण्याची बाब शासनाच्या विचाराधिन होती.

<u>शासन निर्णय :</u>

उपरोक्त पार्श्वभूमीवर शासनाच्या संदर्भीय (२) येथील शासन निर्णयान्वये पुनर्घटीत करण्यात आलेल्या राज्य व्यवसाय प्रशिक्षण परिषदेस (State Council for Vocational Training) रजिस्ट्रेशन ॲक्ट १८६० अंतर्गत सोसायटी म्हणून नोंदणी करण्यास मंजूरी देण्यात येत आहे. तसेच राज्य व्यवसाय प्रशिक्षण परिषदेस सोसायटी रजिस्ट्रेशन ॲक्ट १८६० अंतर्गत सोसायटी म्हणून नोंदणी करण्यासाठी आवश्यक असलेल्या MEMORANDUM OF ASSOCIATION AND RULES AND REGULATION च्या मसुद्यास **सहपत्र-"अ"**नुसार मान्यता देण्यात येत आहे.

सदर शासन निर्णयासोबतच्या **सहपत्र-"अ"** येथील मसुद्यातील नियमावली विचारात घेऊन राज्य व्यवसाय प्रशिक्षण परिषदेची सोसायटी म्हणून स्थापन करण्याबाबतची पुढील संपूर्ण कार्यवाही संचालक, व्यवसाय शिक्षण व प्रशिक्षण, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांनी तात्काळ करावी.

२. सदर शासन निर्णय, विधी व न्याय विभागाच्या अनौपचारिक संदर्भ क्र: ३९-२०१५/E, दिनांक २५.०७.२०१६ तसेच वित्त विभागाच्या अनौपचारिक संदर्भ क्र: ३७९/व्यय-५, दिनांक १८.०७.२०१६ अन्वये दिलेल्या सहमतीने निर्गमित करण्यात येत आहे.

३. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१७०११८१६३११५३६०३ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Vivek Madhav Patil

Digitally signed by Vivek Madhav Patil
DN: c=IN, o=Government Of Maharashtra, ou=Under Secretary, postalCode=400032, st=Maharashtra, 2.5.4.20=0363f5e4d45eb33c0938f1f8861984f0e8a091632e6750ca13da0bc6a5549fad, serialNumber=841bf2ba2d65f151b54b8b93f504695966d17aeec76b11455a90a9edb7b50ff1, cn=Vivek Madhav Patil
Date: 2017.01.18 16:36:57 +05'30'

(विवेक मा. पाटील)
अवर सचिव, महाराष्ट्र शासन.

प्रत,

१. मा. राज्यपालांचे सचिव, राजभवन, मलबार हिल, मुंबई
२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मुख्यमंत्री सचिवालय, मंत्रालय, मुंबई.
३. मा. मंत्री, कौशल्य विकास व उद्योजकता यांचे खाजगी सचिव , मंत्रालय, मुंबई
४. मा. राज्यमंत्री, कौशल्य विकास व उद्योजकता यांचे खाजगी सचिव , मंत्रालय, मुंबई
५. मा. मुख्य सचिव यांचे उप सचिव, मुख्य सचिव कार्यालय, मंत्रालय, मुंबई.
६. मा. प्रधान सचिव, कौशल्य विकास व उद्योजकता विभाग यांचे वरीष्ठ स्वीय सहाय्यक, मंत्रालय, मुंबई
७. उप सचिव (व्यशि), कौशल्य विकास व उद्योजकता विभाग, मंत्रालय, मुंबई.
८. उप सचिव (उद्योग), उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई.
९. अवर सचिव (विधी), विधी व न्याय विभाग, मंत्रालय, मुंबई
१०. अवर सचिव (व्यय-५), वित्त विभाग, मंत्रालय, मुंबई
११. संचालक, व्यवसाय शिक्षण व प्रशिक्षण, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई.१
१२. सहसंचालक, व्यवसाय शिक्षण व प्रशिक्षण, प्रादेशिक कार्यालय, मुंबई/पुणे/नाशिक/औरंगाबाद/ अमरावती/नागपूर. (संचालनालयामार्फत)
१३. निवड नस्ती (व्यशि-३), कौशल्य विकास व उद्योजकता विभाग, मंत्रालय, मुंबई.

शासन निर्णय, कौशल्य विकास व उद्योजकता विभाग, क्रमांक : आयटीआय-२०१४/ प्र.क्र.१४८/ व्यशि-३, दिनांक १८ जानेवारी, २०१७ सोबतचे सहपत्र

सहपत्र-"अ"

Memorandum of Association of the "Maharashtra State Council of Vocational Training(MSCVT)" Registered as Society under the Societies Registration Act, 1860

Memorandum of Association

of the
"MAHARASHTRA STATE COUNCIL OF VOCATIONAL TRAINING"

---

1. **NAME OF THE SOCIETY**: The name of the Society shall be "**MAHARASHTRA STATE COUNCIL OF VOCATIONAL TRAINING.**"

2. **REGISTERED OFFICE OF THE SOCIETY**: The Registered Office of the Society shall be situated at "**FIRST FLOOR, DIRECTORATE OF VOCATIONAL EDUCATION AND TRAINING, MAHARASHTRA STATE, POST BOX NO.10036, MUMBAI 400 001"**.

3. **AREA OF OPERATION**: The area of operation of the society shall be the whole of the **STATE OF MAHARASHTRA**.

4. **DEFINATIONS:**
In this Memorandum and the Rules made hereunder, unless the context otherwise requires:
4.1 "**Act**" means the Societies Registration Act 1860.
4.2 "**Central Government**" shall mean **Government of India.**
4.3 "**Chairman**" means the Chairperson of the Governing Body of the Society.
4.4 "**Director General**" or "**DG**" means the Director General of DGT.
4.5 "**Examination**" means one or more examinations conducted by the society.
4.6 "**General Body**" means the General Body of the Society.
4.7 "**Governing Body**" means the Governing Body of the Society.
4.8 "**President**" means the President of the General Body.
4.9 "**Society**" shall refer to the Maharashtra State Council of Vocational Training.
4.10 "**State Government**" shall mean **Government of Maharashtra**.

5. **AIMS AND OBJECTIVES:**

5.1 Aims of Society

5.1.1 Be the Nodal Agency in the State for effective implementation, development & publicity of Vocational Training.

5.1.2 To assist in improvement of standard of Vocational Training and Skill Development with view to develop competent manpower catering the need of various industries and other organisations within the State.

5.1.3 To develop and strengthen vocational training at all level through formal and non-formal mode with need based courses of adequate quality level, curriculum, learning resources and teaching-learning process, assessment and certification.

5.1.4 To initiate steps to increase the awareness amongst the unskilled youth about learning skills through proper campaigns and to motivate them to acquire various skills which can earn them employment.

5.1.5 To ensure effective implementation of various schemes of skill development both by the NCVT as well as their own need based courses.

5.1.6 To encourage Private - Public Partnership in the establishment of new world class vocational training in the emerging areas of technology and also to strengthen Industry - ITI interaction for enhancing employability of unemployed youth.

5.1.7 To develop a proper feedback mechanism to bridge the gap (if any) between the Demand / Supply of training needs and requirements in their area.

5.2 The main objects to be pursued by the Society are :

5.2.1 To asses emerging skill requirements in the region and suggest changes in the training courses being run in the State.

5.2.2 To obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates in the ITI accordingly.

5.2.3 To identify, design syllabus & grant affiliation for SCVT courses.

5.2.4 To advice the Government on matters of policy relating to Vocational Training in general.

5.2.5 To encourage & recommend to the Private partners for establishment of New ITI for running NCVT courses as well as courses approved by this society.

5.2.6 To run centralized online admission process for admissions of Government owned & Private ITIs.

5.2.7 To give wide publicity to the schemes of Vocational Training.

5.2.8 To prescribe rules, general conditions governing Centralized Online admissions of regular candidates and to specify the conditions relating to eligibility, various reservations, on the fulfillment of which a candidate shall have a right to be admitted in the various courses run under NCVT scheme as well as this society.

5.2.9 To enter into MOU with any agency/institution for promoting the cause of Vocational Training.

5.2.10 To conduct various examinations, declare results and award certificates.

5.2.11 To review training needs of instructors and administrative / office staff of the ITI and arrange for their training programme /workshops, assess & certify them.

5.2.12 To regularly monitor & circulate the outcome of Vocational training schemes of the state.

5.2.13 To make project reports for Vocational Training.

5.2.14 To undertake and support study and research in the field of Vocational Training.

5.2.15 To appoint Maharashtra State Mission Ambassador to represent the Vocational Training program.

5.2.16 To organize workshops, seminars, conference for Vocational Training.

5.2.17 To support growth of Vocational Training institutions in the State through public private partnerships.

5.2.18 To prepare Learning material for different courses.

5.2.19 To assess the requirement of funds for the ITI and make recommendations to the State Government on the funds provided by it to the ITI out of its Annual Budget.

5.2.20 To ensure implementation of instructions / guidelines contained in the Training Manual for Craftsman Training.

5.2.21 To plan and execute Skill Development Programme to prepare youth for self-employment and for various jobs available in Industrial & Service Sectors.

5.2.22 To help the Government department & Directorate of Vocational Education & Training in preparation & execution of district skill development plans.

5.2.23 To develop competency based curricula, and to train and certify school dropouts, labour working in unorganized sector, service sector and unskilled workers engaged in various industries.

5.2.24 To prepare need based training programme at different levels as per the requirement of various groups / industrial sectors, which have recognition at National & International level and also to recognize such programmes for further education.

5.2.25 To develop suitable feedback mechanism to understand the training needs and the shortfalls in the area of operation of the Society, through their field offices and institutes and to act upon them.

5.2.26 To Sign MOUs with foreign employers and registered recruiting agents to facilitate legal job placements of Maharashtra Youth.

5.2.27 To establish liaison with foreign employers and their representatives in India and Abroad.

5.2.28 To maintain liaison with embassies of foreign countries in India and Indian Embassies/High Commissions in foreign countries so as to ensure flow of vacancies.

5.2.29 To plan suitable campaigns / advertisements to increase the awareness amongst the youth about the positive aspects of learning and acquiring various skills and related employment opportunities.

5.2.30 To develop a flexible delivery mechanism to impart training in part time, weekends, full time, onsite / offsite mode keeping view of the following.

5.2.30.1 To frame policy & programmes to link non-formal vocational training with the formal education system and to develop system of recognizing prior acquired learning.

5.2.30.2 To converge and develop available training resources in the State through Public Private Partnership.

5.2.30.3 To provide access to Vocational Education and Training with inclusive growth for all the groups of the society.

5.2.30.4 To provide training to trainers, to promote innovation in training & also to render consultancy services.

5.2.30.5 To award certificates, diplomas and other distinctions to trained manpower and set norms for quality and standards of vocational training system.

5.2.30.6 To affiliate institutes as vocational training providers on payment of prescribed fee.

5.2.30.7 To forecast the needs of skilled manpower to carter to the needs of various stakeholders in the State on regular basis.

5.2.30.8 To institute and award scholarship prizes and medals in accordance with the rules and bye laws to the meritorious trainees.

5.2.30.9 To fix and demand such fees and other charges as may be laid down in the bye laws made under the rules of the society.

5.2.30.10 To establish, maintain and manage the land building other infrastructure and assets of the society for institutional purposes.

5.2.30.11 To create with the prior approval of the State Government; administrative, technical, ministerial and other posts under the society and to make appointments thereto.

5.2.30.12 To interact and co-operate with any educational institute, training organization and industrial organization having objects wholly or partly similar to those of the society.

5.2.30.13 To develop continuing education programmes for the personnel in the organized and unorganized sectors in the State.

5.2.30.14 to make rules and regulations and bye-laws for the conduct of the affairs of the society and to add, to amend, to vary or rescind them from time to time with the approval of State Government.

5.2.30.15 To establish network with other similar organization for exchange of expertise, information / documents and publications.

5.2.30.16 To acquire and hold property provided that the prior approval of State Government is obtained for the acquisition of immovable property

5.2.30.17 To deal with any such property belonging to or vested in the society in such manner as the society may deem fit for advancing its objects, in the best interest of the society, provided that prior approval of the State Government is obtained for this purpose.

6. INCOME AND PROPERTY OF THE SOCIETY:

6.1 All the income, earning, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aim and objectives forth in this Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profit or in any manner whatsoever to the present and past member(s) of the Society or to any person claiming through any of the present or past member(s); and

6.2 Provided that nothing herein contained shall prevent the payment in good faith of honoraria, perquisites, facilities of any nature to the officers and employees as the governing council thinks fit, in return of any services rendered to the society.

6.3 If upon winding up or dissolution of the society there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to The Director, Directorate of Vocational Education & Training, 3, Mahapalika Marg, Dhobi Talao, Mumbai at or before the time of dissolution

6.4 Funds of the society:

6.4.1 To maintain a fund to which shall be credited:

6.4.1.1 All moneys provided by the Central and State Government;

6.4.1.2 All fees and other charges received by the society;

6.4.1.3 All moneys received by the society by way of fees received from candidate in online admission, recruitment process, examination fees for various examinations conducted by the society, fees received for the establishment of New Private ITIs.

6.4.1.4 All moneys received by the society by way of royalties and charges, including penalties, levies collected by the society, all rents and profits from the property vested in it, interest on, and sale proceeds of, any securities vested in it.

6.4.1.5 All moneys received by the society by way of grants, gifts, donations, benefactions, bequests or transfer; and

6.4.1.6 All money received by the society in any other manner or from any other sources.

6.4.2 To deposit unspent moneys credited to the Society in such banks or to invest them in such manner as the society may decide with the approval of the State Government.

6.4.3 To meet expenses of the society including expenses incurred in the exercise of its power and discharge of the functions through the share of user charges and other fund of society.

6.4.4 To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the society in such forms as may be prescribed by the State Government.

6.4.5 To forward annually to the State Government the accounts of the society as certified by an authority as may be decided by the State Government.

7. RULES & REGULATIONS OF THE SOCIETY

7.1 The Governing Council is authorized to frame rules and regulations for exercise of its power and to meet its aims & objectives of the Society based on this Memorandum of Association.

We, the several persons whose names and Occupations are given below, having associated ourselves for the purposes described in this Memorandum of Association and set out several respective hands hereunto and from ourselves into a Society, namely the Maharashtra State Council of Vocational Training, under the Societies Registration Act XXI of 1860 and hold ourselves responsible to manage the affairs of the society as per Rules of the Society, a copy of which, duly certified to be a true copy by three members of the Governing Council, is filed herewith along with this Memorandum of Association.

S.N.	Name	Designation & Address	Position	Sign.
1.		Principal Secretary, Skill Development and Entrepreneurship Department, Maharashtra State	Chairman	
2.		Commissioner, Employment, Self Employment & Skill Development, Maharashtra State	Member	
3.		Regional Director, Western Region, RDAT, Mumbai or his nominee not below the rank of Joint Director.	Member	
4.		Director, Directorate of Technical Education, Maharashtra State	Member	
5.		I/C Director, Directorate of Vocational Education & Training, Maharashtra State	Member	
7.		Regional Joint Director, Vocational Education & Training, Mumbai Region	Member	
6.		Regional Joint Director, Vocational Education & Training, Nashik Region	Member	
8.		Member of Industry Associations Nominated by State Government	Member	
9.		Member of Industry Associations Nominated by State Government	Member	
10.		Principal, Govt. I.T.I. Kalyan, Mumbai Region	Member	
11.		Principal, ShriSai Baba Sansthan ITI, Shirdi, Tal – Rahata, Dist– Ahmednagar, Nashik Region	Member	
12.		Deputy Director, Directorate of Vocational Education & Training, Maharashtra State	Member Secretary	

Rules and Regulations of the "MAHARASHTRA STATE COUNCIL OF VOCATIONAL TRAINING"

1. The Name of Society shall be "**Maharashtra State Council of Vocational Training**".
2. The address of the registered office of the Society shall be Maharashtra State Council of Vocational Training, First Floor, Directorate of Vocational Education and Training, Maharashtra State, Post Box No.10036, Mumbai 400 001.
3. The business hours of the Society shall be between 10 hours to 17 hours on all working days except Sundays and Government Holidays.
4. **DEFINATION:** In these Rules and Regulations the following terms shall have the meaning herein stated unless subject to or contrary to the subject or meaning thereof.

4.1 '**Act**' means the Societies Registration Act, 1860.

4.2 '**Annual General Meeting**' means the meeting of the members of the Society held once in a Year within six months after closing of the financial year of the society for adopting the accounts of the society, appointing auditors and discussing such other issues as may be brought before the meeting.

4.3 '**Central Government**' means Government of India and 'State Government' means the Government of Maharashtra.

4.4 '**Chairman**' means the chairman of the Governing Council of the society.

4.5 '**General Body**' of the society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.

4.6 '**Governing Council**' means committee in terms of The Societies Registration Act, 1860 to which the management of the affairs of the society "Maharashtra State Council of Vocational Training" shall be entrusted.

4.7 '**President**' means president of the General Body of the Society.

4.8 '**Registrar**' means the registrar of Societies appointed under section 1 B of the Societies Registration Act 1860.

4.9 '**Rule'** means any of the rules, regulations and bye laws of the society, set out herein.

4.10'Member Secretary' means Member Secretary as per MOA who shall also discharge the duties and responsibilities of the secretary of the General Body and the Governing Council of the society and as such shall be referred to as secretary hereinafter in the relevant context.

4.11'**Society**' means the "Maharashtra State Council of Vocational Training" as registered under Registration Act- 1860.

4.12'**Special Resolution**' means resolution passed by a majority of not less than three fifth of society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than 10 days specifying the intention to propose the resolution has been duly given.

5. **AUTHORITIES OF THE SOCIETY**

The following shall be Authorities of Society namely:-

5.1. The General Body,

5.2. The Governing Council

5.3. Such other Authorities committees as may be constituted by the Governing Council.

6. **CONSTITUTION OF GENERAL BODY OF THE SOCIETY:**

6.1. Subject to Rules & Regulations of Society, the General Body of the Society will be highest decision making authority of the Society.

6.2. The General Body of the Society shall comprise of following 19 voting members:

Sr. No.	Name	Designation
1.	The Minister for Skill Development and Entrepreneurship Department, Maharashtra State	President
2.	The Minister of State for Skill Development and Entrepreneurship Department, Maharashtra State	Vice-President
3.	The Secretary/Principal Secretary/Additional Chief Secretary, Skill Development and Entrepreneurship Department, Maharashtra State	Member
4.	The Secretary/Principal Secretary/Additional Chief Secretary, Industries Department, Maharashtra State or his nominee not below the rank of Joint Secretary	Member
5.	The Secretary/Principal Secretary/Additional Chief Secretary, Labour Department, Maharashtra State, or his nominee not below the rank of Joint Secretary.	Member
6.	The Commissioner, Employment, Self Employment & Skill Development or his nominee not below the rank of Deputy Director.	Member
7.	The Regional Director, Western Region, RDAT, Mumbai or his nominee not below the rank of Joint Director.	Member
8.	The Director, Directorate of Vocational Education & Training, Maharashtra State	Member
9.	The Director, Directorate of Technical Education, Maharashtra State	Member
10.	The Chairman of the Maharashtra State Board of Secondary and Higher Secondary Education or his nominee not below the rank of the Chairman of the Divisional Board.	Member
11.	Two Regional Joint Directors from Directorate of Vocational Education & Training, Maharashtra State (to be nominated by the Government of Maharashtra by rotation, each for a period of three years)	Member
12.	Two Members of Various Industry Associations nominated by State Government.	Member
13.	Two Nominees from Trade Unions nominated by State Government.	Member
14.	One Principal each from the Government & Private ITIs nominated by State Government. (to be nominated Region wise by the Government of Maharashtra by rotation, each for a period of three years)	Member
15.	The Joint Director/Deputy Director, Directorate of Vocational Education & Training, Maharashtra State dealing with CTS in Head Quarter.	Member Secretary

6.3. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society as deemed necessary.

6.4. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.

6.5. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.

6.6. In case any ex-officio or institutional member of the Society will be unable to attend or prevented from attending a meeting of the Society, the respective parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.

6.7. When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.

6.8. A member of the Society shall loose his/ her membership on the following grounds and reasons and the General Body of society is empowered to take such decisions on recommendations of the Governing Council:

- **6.8.1.** if he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the President;
- **6.8.2.** if he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;
- **6.8.3.** if the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
- **6.8.4.** if he/she is hindrance in the achievements of the aims and objects of the Society.
- **6.8.5.** the General Body of society is empowered to take Suo Motu decisions or on the recommendation of the Governing Council.

6.9. The resignation of a member shall be tendered to the Society through the Member Secretary and shall not be effective till it has been accepted in writing by the President of Society on behalf of the Society.

6.10. A vacancy in the membership caused by any of the reasons mentioned in sub-rule **6.8** may be filled up by the Society.

6.11. The members whose membership is terminated for the reasons as mentioned in sub-rule **6.8** shall be eligible for reappointment

7. FUNCTION OF GENERAL BODY OF THE SOCIETY:

The General Body shall have the following functions and powers:

7.1. To act on the matters referred by the Governing Council and to approve the recommendations and decisions of the Governing Council for implementation;

7.2. Laydown broad policy to carry out the purposes of the Society;

7.3. Enumerate Strategies to develop appropriate operational guidelines and instructions for meeting the larger objective of Vocational Training needs of the State;

7.4. Make appropriate and practical solutions and strategies to address the following concerns, to be adopted by State Government as well as Directorate of Vocational Education & Training and also develop system of institutionalizing measures to this end:

- **7.4.1.** Regional imbalances in Vocational Training infrastructure;
- **7.4.2.** Strategy to address the socio-economic (SC/ST/OBC, Minorities and BPL etc.), rural-urban, gender divides;
- **7.4.3.** Strategize the action to address the chronic dearth of quality teachers, to ensure that investment in terms of money and infrastructure are fully utilized;
- **7.4.4.** Incentivizing and/or making it obligatory for private sector to develop skills over and above the requirements for captive wage employment;

7.4.5. Ensure that each sectorial and temporal action plans should build-in long term measures with a self-corrective mechanism.

7.5. Approve the annual budget of the Society recommended by the Governing Body;

7.6. Receive the annual report of the Society;

7.7. Approve rules & regulations of the Society for the conduct of affairs of the society and add, amend, vary or rescind them from time to time as proposed by Governing Council;

7.8. To approve committees proposed by the Governing Council, deemed necessary for the discharge of the Society's Functions;

7.9. To exercise the powers related to financial matters which are referred by the Governing Council;

7.10. Transaction of any business concerning the Society for which due notice has been given within the prescribed time.

8. TENURE OF OFFICE OF THE MEMBERS OF GENERAL BODY OF THE SOCIETY:

8.1. The tenure of office of each ex-officio member shall coincide with the period during which he/she holds the substantive office, and such ex-officio member shall automatically cease to be a member of General Body on vacating office.

8.2. Member of the Society other than ex- officio member & Member Secretary shall hold the office for such a period not more than three years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.

8.3. The Society may, notwithstanding anything contained in sub-rule **6.8** above, terminate the membership of any member or /and at the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rules. The member, whose membership is so terminated, shall be eligible for reappointment.

9. MEETINGS OF THE GENERAL BODY OF THE SOCIETY

9.1. The General Body shall meet at least once every year later than six months after the expiry of each financial year at a place and on a date be fixed by the president after giving at least 10 days written notice of the date, time, place and agenda and at such meeting it shall transact the following business:

9.1.1. Consideration of the Annual Report

9.1.2. Consideration of the balance sheet and the audited accounts for the previous year& appointment of Auditors for the following year.

9.1.3. Adopt the annual budget for the following year approved by the Governing Council, and

9.1.4. Such other matter which may be brought before the meeting by the Governing Council or matters as the President may direct

9.2. Special meetings of the General Body may be called by the President as and when necessary, by giving not less than 7 days' notice and for transacting business of important nature or if so requisitioned by not less than five members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.

9.3. Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the President in this regard.

9.4. Every notice calling meetings of the Society under sub-rule **9.3** shall mention the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 10 clear days before the day appointed for the meeting.

9.5. The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.

9.6. A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members or by facsimile.

9.7. Any notice so served by post shall be deemed to have been served on 4 th day following that on which the envelope containing the same was posted and prove that the envelope containing such notice was properly addressed and duly posted.

9.8. Every meeting of the Society shall be presided over by the President. In the absence of President, Vice President shall preside over the meeting and in the absence of both; meeting shall be presided by a member chosen to preside over that particular meeting.

9.9. One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Annual General Meeting, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

9.10. In case of difference of opinion among the members of the General Body at any meeting, the opinion of the majority shall prevail. Each Member other than co-opted members of the General body, including the President shall have one vote and if there be equality of votes on any question the President shall in addition have a casting or second vote.

9.11. The Society shall cause minutes of all proceedings of its Annual General Meetings, quarterly meetings and of its Special Meetings to be entered in a Minute Book kept for the purpose.

9.12. Any such minutes, if purporting to be signed by the President of the meeting at which the proceedings were held or by the President of the next succeeding meeting, shall be evidence of the proceedings.

9.13. The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.

9.14. Following business of the Society shall be carried out as per the provisions of the Societies Registration Act 1860

9.14.1. Amendment of the Memorandum of Association and Rules & Regulations;

9.14.2. Change in the name of the Society, subject to approval of the Registrar

9.14.3. Amalgamation and division of the Society.

9.15. A copy of the special resolution shall be filed with the Registrar within 30 days from the date of passing of such resolution signed by the Secretary of the Society.

10. GOVERNING COUNCIL OF THE SOCIETY

10.1. Subject to rules of society, the management of the affairs of the society as per its aim & objects shall vest in the Governing Council which shall act under general control & supervision of the General body of society.

10.2. The Governing Body shall exercise all such powers and take such proceedings and shall take all such acts as are necessary for the proper Management of the Society subject to the provision of the Memorandum and Rules and Regulations of the Society.

10.3. The Governing Council shall comprise of following 12 members as under :

Sr.No.	Name	Designation
1.	The Additional Chief Secretary/Principal Secretary/Secretary, Skill Development and Entrepreneurship Department, Maharashtra State	Chairman
2.	The Commissioner, Employment, Self Employment & Skill Development or his nominee not below the rank of Deputy Director.	Member
3.	The Regional Director, Western Region, RDAT, Mumbai or his nominee not below the rank of Joint Director.	Member
4.	The Director, Directorate of Technical Education, Maharashtra State	Member
5.	The Director, Directorate of Vocational Education & Training, Maharashtra State	Member
6.	Two Regional Joint Directors from Directorate of Vocational Education & Training, Maharashtra State (to be nominated by the Government of Maharashtra by rotation, each for a period of three years)	Member
7.	Two Members of Various Industry Associations nominated by Government of Maharashtra.	Member
8.	One Principal each from the Government & Private ITIs nominated by State Government. (to be nominated Region wise by the Government of Maharashtra by rotation, each for a period of three years)	Member
9.	The Joint Director/Deputy Director, Directorate of Vocational Education & Training, Maharashtra State dealing with CTS in Head Quarter.	Member Secretary

10.4. The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations and as per decision taken in society's meeting.

10.5. The members of the Governing Council shall become ipso facto members of the Society on their admission.

10.6. The Governing Council may invite any person to attend any particular meeting or meetings as it considers desirable. Such invited member(s) shall have the right to participate in the discussion but not to vote.

10.7. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.

10.8. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.

10.9. In case any ex-officio or institutional member of the Society will be unable to attend or prevented from attending a meeting of the Society, the respective parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.

10.10. When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.

10.11. A member of the Society shall loose his/her membership on the following grounds and reasons and the Governing Council of society is empowered to take such decisions with prior approval of General Body:

10.11.1. if he/she does not attend three consecutive meetings of the Governing Council of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;

10.11.2. if he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;

10.11.3. if the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.

10.11.4. if he/she is hindrance in the achievements of the aims and objects of the Society.

10.11.5. if in the opinion of the "Maharashtra State Council of Vocational Training" continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect

10.12. The resignation of a member shall be tendered to the Society through the Member Secretary and shall not be effective till it has been accepted in writing by the President of Society on behalf of the Society

11. TENURE OF OFFICE:

11.1. The tenure of office of each ex-officio member shall coincide with the period during which he/she holds the substantive office, and such ex-officio member shall automatically cease to be a member of Governing Council on vacating office.

11.2. Member of the Governing Council of the Society other than ex- officio member & Member Secretary shall hold the office for such a period not more than three years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.

11.3. The Society may, notwithstanding anything contained in sub-rule **11.2** above, terminate the membership of any member or/and at the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rule. The member, whose membership is so terminated, shall be eligible for reappointment.

12. MEETINGS OF THE GOVERNING COUNCIL OF THE SOCIETY:

12.1. The Governing Council shall meet at least once every three months for considering the progress of the Society, solving problems, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action on a date be fixed by the Chairman after giving at least 07 days written notice of the date, time, place and agenda. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.

12.2. The meetings of the Governing Council may be convened by the Chairman or any other member of the Governing Council who may be authorized by him in this behalf.

12.3. The meeting of the Governing Council shall be presided over by the Chairman of the Governing Council and in his absence by the Joint Secretary, who shall function as Chairman for that particular meeting.

12.4. In case of difference of opinion among the members of the Governing Council at any meeting, the opinion of the majority shall prevail. Each member of the Governing Council, including the Chairman shall have one vote. In case of equality of votes, the Chairman in addition to his vote, shall have second or casting vote.

12.5. Except as otherwise provided in these Rules and Regulations, all meetings of the Governing council of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the Chairman in this regard.

12.6. Every notice calling meetings of the Governing Council of the Society under sub-rule 12.5 shall mention the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 07 clear days before the day appointed for the meeting

12.7. The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.

12.8. A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members or by facsimile.

12.9. Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was posted and prove that the envelope containing such notice was properly addressed and duly posted.

12.10. One-third of the total members of the Governing Council of the Society present in person shall form a quorum at every meeting of the Governing Council of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

12.11. The Society shall cause minutes of all proceedings of its Governing Council Meetings to be entered in a Minute Book kept for the purpose.

12.12. Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.

12.13. The minutes book shall be kept at the Registered Office of the Society during business hours and shall be open for inspection to any member free of charge.

12.14. The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the member secretary to call a meeting of the Governing Council at any time.

12.15. On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.

13. FUNCTION OF GOVERNING COUNCIL OF THE SOCIETY:

13.1. To co-ordinate between national policies and state policies in Vocational Training.

13.2. To co-ordinate between Secondary, Higher secondary, Vocational training, Diploma level and Degree level education.

13.3. To maintain uniform standard of Vocational Training.

13.4. To promote Industry Institute inter-action.

13.5. To fix demand and receive such fees and penalties as may be prescribed;

13.6. To call for special reports and information from the Directorate of Vocational Education & Training or from officers of the Skill Development and Entrepreneurship Department, Maharashtra State and to call for any information from any ITI, recognized by the Skill Development and Entrepreneurship Department, Maharashtra State to ensure maintenance and improvement in academic standard in Vocational Training.

13.7. To recommend measures to promote physical, moral and social welfare of trainees in ITI recognized by Skill Development and Entrepreneurship Department, Maharashtra State and to prescribe conditions of their residence and discipline;

13.8. Monitor, Evaluate and analyze the outcomes of the various schemes and programmes and apprise the General Body of the same.

13.9. To prepare and present the annual plan of action and the annual budget of the Society;

13.10. Raise extra-budgetary resources with the approval of the General Body. Issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Society may consider proper;

13.11. Receive grants, gifts, loans, subscriptions, donations, and other financial contribution in cash and kind, either moveable or immoveable, within the State;

13.12. Prepare and maintain proper accounts of the Society including a balance sheet in such form as may be prescribed by law;

13.13. Retain and employ professional or technical consultants, experts or any other such person to further the objectives of the Society, on payment to them of such honorarium or fee or remuneration as may be decided by the Governing Council.

13.14. To delegate powers as it may consider appropriate except the powers for

- **13.14.1.** altering, extending or abridging the aims and objects of the Society; amalgamating either wholly or partially with any other Society having same or similar aims and objects;
- **13.14.2.** altering, extending or abridging the Rules and Regulation;
- **13.14.3.** making capital investment exceeding the approved budget;
- **13.14.4.** borrowing money except for working capital exceeding the approved budget;
- **13.14.5.** transferring by way of mortgage, pledge, hypothecation or otherwise any assets, movable or immovable, except as security for working capital;
- **13.14.6.** appointing bankers and auditors and
- **13.14.7.** Generally anything extraordinary and of major importance.

13.15. To invest the funds of the Society, keeping in mind the instructions on parking of funds/ investment of surplus funds issued by Government of Maharashtra.

13.16. To do all other such legal acts and things either alone or in conjunction with other organizations or persons as the Society may consider necessary, incidental or conducive to the attainment of objectives of the Society;

13.17. To recommend State Government to grant permission to the private ITI.

13.18. To constitute sub-committees, its tenure, member and their duties and functions to be discharged by such committee, for the discharge of the Society's Functions.

13.19. To offer technical assistance to individuals or organizations in developing research projects or establishing institutional or non-institutional programmes for Vocational Training.

13.20. To bring best internal benchmarks, practices and impacts, outcomes

13.21. To undertake, promote or subsidize the production and distribution of literature, such as educational or promotional or other instruction materials concerning Vocational Training;

13.22. To organize, sponsor and finance seminars, workshops, study circles, working groups and conferences for promoting and utilization of research in Vocational Training;

13.23. To undertake, sponsor or financially assist the production writing or publication of books, pamphlets, films, slide-tabs other material bearing on Vocational Training;

13.24. To Create administrative, technical and other posts under the Society and to approve the recruitment rules and procedures for appointment of officers and other employees of the Society, their qualifications, terms and conditions of services including conduct, discipline and duties, mode of recruitment, pay scales proposed by the Governing Council If needed;

13.25. To acquire/hire land, buildings, vehicles, equipment, furniture and other assets and to maintain and upgrade them as required for accommodating its employees and for achieving its aims and objects most efficiently and effectively.

13.26. To make necessary arrangement of various examinations conducted by the Directorate of Vocational Education & Training;

13.27. To appoint paper-setters, examiners, moderators, supervisors and other necessary personnel for conducting examinations, assessment of candidates performance and for compiling and release of results;

13.28. To admit candidates for the examination, open centers within its jurisdiction for examination conducted by it, to evaluate generally the performance of students and institutes in all examinations including the final examinations, declare the result of the candidates appearing at the examinations conducted on such date or dates as may be fixed;

13.29. To pay all rent, taxes, salaries and remunerations of the employees of the Society.

13.30. To scrutinize the budget estimates of society for each year & submit it to society for sanctioning.

13.31. Sanction expenditure within the limits of the budget approved by the society at the annual general meeting.

13.32. To approve the charges to be levied by the service providers to society.

13.33. To make, inform, adopt, amend, vary or rescind from time to time rules and byelaws with the approval of General Body of the Society for regulation of any purpose connected with the management and administration of affairs of the Society and for the furtherance of its aims and objectives within scope of the guidelines issued by the Government of India and the directions of State of Maharashtra from time to time.

13.34. To perform such additional functions and carry out such duties as may be assigned to the Society by Government of India as well as State of Maharashtra.

13.35. To establish procedure in respect of services and technical advice to be rendered by the Society and the levy and collection of charges for the same as per the norms of the Government of India and directions of State of Maharashtra.

13.36. To approve any arrangement for and on behalf of society.

13.37. Subject to sub-rule **13.14,** to delegate to such extent it may deem necessary any of its powers to any officer or committee of Governing Council.

13.38. To do all such acts and things as are incidental or conductive to the attainment of the aims & objectives specified in the Memorandum of Association.

14. POWER AND RESPONSIBILITES OF GOVERNING COUNCIL OF THE SOCIETY:

14.1. With a view to attaining the aims and objects of the Society as of nodal agency of Government of Maharashtra for Vocational Training in the State of Maharashtra, Governing Council shall discharge such duties and responsibilities, exercise such power and undertake to carry out such activities as are considered essential in general and with particular reference to the following:

14.1.1 The Governing Council shall abide by any instructions issued by the Central Government in respect of any matter relating to implementation of NCVT guidelines as well as instructions issued by the State of Maharashtra.

14.1.2 The Governing Council of the Society may, by resolution, delegate to the Member Secretary of its powers as it may deem fit for the conduct of business.

14.1.3 In the event of any matter not being provided for herein, the Governing Council shall have the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society which shall not be inconsistent with statutory provisions, Rules and Regulations and

guidelines issued by the Government of India & Government of Maharashtra.

14.1.4 The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.

14.1.5 Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss, damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.

14.1.6 No member of the Governing Council shall in that capacity is entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council with the approval of the Government of Maharashtra.

14.1.7 To sue and defend all legal proceeding on behalf of the Society.

14.1.8 No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel & dearness allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council with the approval of the Society.

15. OFFICE BEARERS OF SOCIETY:

15.1. THE CHAIRMAN:

15.1.1.1. The Chairman of the Governing Council shall be designated to the Secretary/Principal Secretary/Additional Chief Secretary, Skill Development and Entrepreneurship, Government of Maharashtra.

15.1.1.2. The Chairman shall have the following powers, functions and responsibilities:

15.1.1.3. The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency.

15.1.1.4. The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed.

15.1.1.5. On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.

15.1.1.6. The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body.

15.1.1.7. The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary.

15.1.1.8. The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote.

15.1.1.9. The Chairman shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass necessary orders on the recommendations of the inquiry committee.

15.1.1.10. The Chairman shall plan, direct and coordinate the overall working, of the society.

15.2. THE MEMBER SECRETARY:

15.2.1 The Member Secretary of the Governing Council shall be designated to the Joint Director/Deputy Director, Directorate of Vocational Education &

Training, Maharashtra State Dealing with CTS in Head Office and also Chief Executive Officer of the Society.

15.2.2 The Member Secretary of the Governing Council shall be assisted by the Administrative Officer, Finance Officer and other staff as approved by the General Body.

15.2.3 The Member Secretary shall be the overall Officer-in-charge of the society in its day-to-day affairs and shall be responsible to the Chairman and Governing Council.

15.2.4 The Member Secretary will be the Member Secretary to the General Body as well as the Governing Council of the Society and shall, in consultation with, the President and Chairman prepare agenda for the meetings of the General Body and Governing Council, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.

15.2.5 The Member Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society.

15.2.6 In discharge of his functions, duties and powers, the Secretary, shall in particular do the following:

15.2.6.1 Plan, direct, co-ordinate, organize and supervise day to day work of the Society

15.2.6.2 Prepare concrete operational plan of action for the year together with the revolving action plan for subsequent period of time to be determined by the Governing Council and budget estimates for the concerned period.

15.2.6.3 Report to the Governing Council on policy matters and achievements and delegate responsibilities to other officers, if required.

15.2.6.4 Present report of the Governing Council in the annual general meeting of the Society.

15.2.6.5 Determine operational targets, measures and methods to achieve such targets and implement them after the approval of Governing Council.

15.2.6.6 Submit annual budget of the succeeding year at least six months prior to the closing of the Financial Year and furnish the same to State Government for getting funds from them, if any, after approval of Governing Council.

15.2.6.7 Submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year.

15.2.6.8 Submit all such other reports as may be required by the Governing Council or otherwise.

15.2.6.9 Submit reports to the Chairman & Governing Council from time to time.

15.2.6.10 To sanction day-to-day payments and expenditure in consultation with the Finance Officer.

15.2.6.11 To make expenses up to the extent of powers delegated to him by the Governing Council in accordance with Memorandum and Regulations of the Society.

15.2.6.12 To ensure proper and timely maintenance of and to countersign entries in the cashbook.

15.2.6.13 Report to the Governing Council on all capital and recurring expenditure.

15.2.6.14 To maintain the records, including the Service Books, of the Society's employees.

15.2.6.15 Sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council.

15.2.6.16 Sign all deeds and documents for and on behalf of the Society.

15.2.6.17 Sign all documents, correspondence and proceeding requiring authentication by the Society.

15.2.6.18 With the approval of the Governing Council delegate any of his powers and functions and duties to any member to the staff of the Society which are not inconsistent with the provisions of these rules.

15.2.6.19 Do all such things as may be required for day to day management and administration of the Society.

15.3. POWER AND FUNCTIONS OF THE ADMINISTRATIVE OFFICER:

15.3.1 The Administrative officer will bear the overall administrative & management duties of the Society.

15.3.2 Ensure that the activities of the Society are in accordance with the Acts, Statutes, ordinance, rules and regulations.

15.3.3 Act as HR personnel & handle H.R. management & related issues.

15.3.4 Act as custodian of the records, the common seal and such other property of the Society.

15.3.5 Maintain the minutes of all meetings of the Governing Council& General Body, and of the boards and committees appointed by the authorities of the Society.

15.3.6 The Administrative Officer shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the designated authority.

15.3.7 Any other work assigned from time to time, by higher authorities.

15.4. POWER AND FUNCTIONS OF THE FINANCE OFFICER:

15.4.1 Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of MSCVT.

15.4.2 Act as a treasurer of the Society & responsible for overall finance and accounts procedure of the Society.

15.4.3 Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures.

15.4.4 Liaise effectively with State Govt. departments & personnel on financial matters.

15.4.5 Advise the Governing Council/General body on all financial matters especially on financial policy and strategic issues.

15.4.6 Keep the Member Secretary informed about financial position and financial performance of the Society.

15.4.7 Preparation and approval of budget and financial projections/ forecasts.

15.4.8 Ensure optimal development of financial and accounting policies; finance management system; procedures for the project and its adherence to these policies and procedures;

15.4.9 Ensure smooth flow of funds to all levels of the project organization, payment to various parties, and ensure adherence to service standards & ensure effective cash management including short-term forecasting.

15.4.10 Any other finance / account related responsibility assigned by Member Secretary of MSCVT.

16. FUNDS OF THE SOCIETY:

16.1. The funds of the society shall consist of the following:

16.1.1. Fund received from the Central Government under various schemes.

16.1.2. Grants, contribution and donations received by the Society from Government of India, State Governments, Public Undertakings, private parties or any other sources

16.1.3. Extra charges allowed to be collected by the State Government to the Society for any paid seats in the ITI for any training course.

16.1.4. Receipt of fees, royalty etc.

16.2. The bankers of the Society shall be any nationalized bank having CBS facility.

16.3. All funds shall be paid into bank account of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.

16.4. Subject to the provisions of Section 16 of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited

16.4.1. In a special account opened by the Society for the purpose in a banking company as defined in the Banking (Regulation) Act, 1949 and prescribed by the Central Government& State Government.

16.4.2. In any other mode permitted by the Central Government/State Government in its instructions issued from time to time.

17. PROPERTY OF THE SOCIETY:

17.1. All the properties of the Society shall be acquired and registered in the name of the Society.

17.2. All funds and properties of the Society shall be used only for the aims and objects of the Society.

17.3. All funds and assets transferred to the Society shall be at the disposal of the Society.

17.4. No property of the Society shall be disposed of except on the recommendations of the General body of Society. Disposal of any immovable property shall be approved by the Society as well as Government of Maharashtra.

18. ANNUAL REPORT:

18.1 A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual Meeting for consideration and adoption;

18.2 Copies thereof as finally approved by the Society shall be supplied to the members of the Society.

18.3 The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

19. ACCOUNT AND AUDIT:

19.1. The Society shall maintain proper books of accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending on 31st March by the duly authorized auditors appointed by the Society;

19.2. The audited accounts of the Society shall be placed before General Body within six months from the date of closing of financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.

19.3. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open for inspection to any member free of charge during the business hours.

19.4. The accounts of the Society shall be audited annually by duly qualified auditors and have a balance-sheet prepared by him. The auditors shall also submit a report showing the exact status of financial affairs of the Council. Three copies of the balance-sheet and the Auditor's Report shall be certified by the Auditor. Any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.

19.5. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and thereafter the same shall be put up before the General Body for approval.

19.6. The Central Government/State Government shall have the right to demand production of books of accounts, connected vouchers and other document of the Society relating to any accounting year.

19.7. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.

20. ALTERATION OF THE AIMS AND OBJECTS OF THE SOCIETY AND THE RULES AND REGULATIONS:

20.1. Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of section 12 of the Societies Registration Act, 1860 with the prior approval of the State Government.

21. AMALGAMATION WITH OTHER SOCIETIES:

21.1. If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per provision of section 12 of the Societies Registration Act, 1860 and with the prior approval of the Registrar and the State Government.

22. SEAL OF THE SOCIETY:

22.1. The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the Secretary or by some other person so authorised by the Council.

23. DISSOLUTION OF THE SOCIETY:

23.1. The Society shall not be dissolved without the prior approval of State Government for appropriate reasons and upon such dissolution, the assets and proprieties, if any of the Society shall be dealt with in accordance with the provisions contained under section 14 of the Societies Registration Act as applicable to the State of Maharashtra.

24. SUBMISSION OF ANNUAL LIST

24.1. Once in every year a list of office bearer and members of the society shall be filed with the Registrar of Societies as per provisions of (Section 4) of the Societies Registration Act 1860 and Rule 7 of the Societies Registration (Maharashtra) Rules 1971.

25. LEGAL PROCEEDINGS :

25.1. The Society may sue or may be sued in the name of the Chairman or the Secretary of the Society as per provisions laid down under (Section 6) of the Societies Registration Act, 1860.

26. APPLICABLITY CLAUSE :

26.1. All the provisions of the Societies Registration Act, 1860 and Rules passed thereunder and all statutory amendments from time to time be applicable to this Society.

27. POWER OF THE GOVERNMENT:

27.1. The Central Government shall have the following powers in the conduct of the affairs of the Society:

27.1.1 To issue instructions for bringing about any change in the Memorandum of Association and Rules and Regulation of the Society.

27.1.2 To call for such reports documents and papers with respect to the activities of the Society as may be required from time to time.

27.1.3 To issue instructions regarding the utilization of the funds of the Society

27.1.4 The State Government shall have the following powers in the conduct of the affairs of the Society:

27.1.5 To issue instructions for bringing about any change in the Memorandum of Association and Rules and Regulation of the Society.

27.1.6 To call for such reports documents and papers with respect to the activities of the Society as may be required from time to time.

27.1.7 To issue instructions regarding the utilization of the funds of the Society

27.1.8 To evaluate from time to time the relevance, effectiveness, impact and efficiency of the Society in fulfilling its aims and objectives.

27.1.9 The above mentioned powers will be exercised only on the recommendation of the NCVT.

27.1.10 In case the instructions of the State Government are contrary to the instructions of Central Government, then the instructions of the Central Government shall prevail.

28. RESTRICTIONS ON THE POWERS OF THE SOCIETY:

28.1. The Society shall be precluded from making amends, varying, or rescinding such Rules and Regulations and bye laws which provide for the prior approval of the Central Government or the State Government for doing or performing any act by the Society.

29. GENERAL:

29.1. The Society shall function not withstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.